

Using the software

Access the hotel block for the 2020 Wisconsin FBLA State Leadership Conference here:

<https://mmxreservations.com/fer/#/Madison?pageCode=FBLA2020>

Enter dates and number of rooms needed to search for availability

Review hotel options – click on Overview to see a full description and Rooms to see room types offered

Select preferred hotel

Verify number of rooms and number of guests for each room type and click “Add to Booking”

Review your Booking Summary on the right hand side and click Continue

Complete your booking

- **Enter the school name in the Company Name field**
- **Enter your cell phone number in the Telephone field so the hotel can contact you if needed outside of school hours**
- It’s preferred that student names are entered for each room so the hotel can have an accurate list of who’s staying in each room. If you don’t have a full list of students that will be attending, you can enter your name or TBD for any unknown rooms. Names can be changed after the reservations are confirmed through the “Request for Change” link at the bottom of your confirmation email.
 - Note: The system requires an adult per room, but this is not an actual requirement for the conference. Advisers may designate all individuals in the room as adults at this initial time of booking reservations. If needed, a rooming list provided directly to the hotel prior to arrival may clarify final adult/child designations.
 - The “Autofill” button will add “TBD” as the guest names for each room if you don’t yet have the student names available.

Payment Information

- Select type – Credit Card or Purchase Order
 - **For payment with a Purchase Order, the Purchase Order Number field is required. If you have the Purchase Order number available, please enter it here. If you don’t please enter your phone number instead.**

Estimated Time of Arrival

Hotels may be able to do pre check-in and have the keys ready for you on arrival. To assist with this, please enter an estimated time of arrival.

Once all information is entered, accept the Privacy Policy Agreement and select Review on the right side of the screen to complete your reservations.

Deadline

All reservations must be made by Friday, February 28th at 5:00pm. Changes and cancellations will continue to be accepted until the time of the event, but please be aware of the cancellation policy which does differ by hotel.

Purchase Orders and check payments

For those paying with purchase orders, hotels have requested that they receive purchase orders, checks for the exact amount due, and tax exempt certificates at least two weeks prior to arrival to allow enough time for their accounting departments to process. Any questions or concerns about purchase order payments or that timeline should be discussed directly with the hotel.

Incidentals

If paying by purchase order, the hotel may elect to turn off incidentals for your rooms. This means that amenities such as room service and movie rentals may not be able to be charged to the room. If any damage occurs to a room you or the school will likely be contacted directly to resolve the issue.

Depending on the hotel, a credit card may still be required at check-in for incidentals even if payment has already been made by purchase order or check.

If paying with a credit card, or if the hotel does not turn off incidentals, please be aware that students may have the ability to add charges to the room. It is the advisor's responsibility to communicate to students what may or may not be charged.

Please contact the hotel directly if you have any questions or concerns regarding incidental charges.

Changes and cancellations

If needed, changes and cancellations can be made from the "Request for change" link at the bottom of your confirmation email.

Assistance

If you run into any issues or need assistance with reserving your rooms, please contact the Destination Madison housing department at 608-255-2537 or services@visitmadison.com. Office hours are Monday - Friday from 8:00am - 5:00pm.